

|  |  |  |  |  |  |  |  |                            |  |                        |  |
|--|--|--|--|--|--|--|--|----------------------------|--|------------------------|--|
| POSITION DESCRIPTION (Please Read Instructions on the Back)  |  |  |  |  |  |  |  |                            |  | 1. Agency Position No. |  |
| 2. Reason for Submission   |  | 3. Service   |  | 4. Employing Office Location   |  | 5. Duty Station  |  | 6. OPM Certification No.   |  |                        |  |
| <input type="checkbox"/> Redescription<br><input type="checkbox"/> Reestablishment   |  | <input type="checkbox"/> New<br><input type="checkbox"/> Hdqtrs<br><input type="checkbox"/> Field<br><input type="checkbox"/> Other  |  |  |  |  |  |                            |  |                        |  |
| Explanation (Show any positions replaced)<br>Standard Position description #9131<br>Covered by 5 U.S.C. 8336(c)(1) in the secondary category provided the incumbent transfers from a covered*  |  | 7. Fair Labor Standards Act<br><input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Nonexempt  |  | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure<br><input checked="" type="checkbox"/> Employment and Financial Interest |  | 9. Subject to IA Action<br><input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No  |  | 13. Competitive Level Code |  |                        |  |
|  |  | 10. Position Status<br><input checked="" type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted (Specify in Remarks)<br><input type="checkbox"/> SES (Gen.)<br><input type="checkbox"/> SES (CR) |  | 11. Position Is<br><input checked="" type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input type="checkbox"/> Neither                                  |  | 12. Sensitivity<br><input type="checkbox"/> 1--Non-Sensitive<br><input checked="" type="checkbox"/> 3--Critical<br><input type="checkbox"/> 2--Noncritical Sensitive<br><input type="checkbox"/> 4--Special Sensitive  |  | 14. Agency Use             |  |                        |  |
| 15. Classified/Graded by   |  | Official Title of Position   |  |  |  | Pay Plan   |  | Occupational Code          |  | Grade                  |  |
| a. Office of Personnel Management  |  |  |  |  |  |  |  |                            |  |                        |  |
| b. Department, Agency or Establishment   |  |  |  |  |  |  |  |                            |  |                        |  |
| c. Second Level Review   |  | Supervisory Special Agent (Airplane Pilot)   |  |  |  | GS   |  | 1812                       |  | 13                     |  |
| d. First Level Review  |  | Supervisory Special Agent (Airplane Pilot)   |  |  |  | GS   |  | 1812                       |  | 13                     |  |
| e. Recommended by Supervisor or Initiating Office  |  | Supervisory Special Agent (Pilot)  |  |  |  | GS   |  | 1812                       |  | 13                     |  |
| 16. Organizational Title of Position (if different from official title)  |  |  |  |  |  | 17. Name of Employee (if vacant, specify)  |  |                            |  |                        |  |
| 18. Department, Agency, or Establishment<br>Department of the Interior   |  |  |  |  |  | c. Third Subdivision   |  |                            |  |                        |  |
| a. First Subdivision<br>U.S. Fish and Wildlife Service   |  |  |  |  |  | d. Fourth Subdivision  |  |                            |  |                        |  |
| b. Second Subdivision  |  |  |  |  |  | e. Fifth Subdivision   |  |                            |  |                        |  |
| 19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.   |  |  |  |  |  | Signature of Employee (optional)   |  |                            |  |                        |  |
| 20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that      |  |  |  |  |  | this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.   |  |                            |  |                        |  |
| a. Typed Name and Title of Immediate Supervisor  |  |  |  |  |  | b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)   |  |                            |  |                        |  |
| Signature  |  |  |  |  |  | Signature  |  |                            |  |                        |  |
| Date   |  |  |  |  |  | Date   |  |                            |  |                        |  |
| 21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. |  |  |  |  |  | 22. Position Classification Standards Used in Classifying/Grading Position   |  |                            |  |                        |  |
| Typed Name and Title of Official Taking Action   |  |  |  |  |  | Series 1812/2181 12/67 (TS-71) Grade 1810/1811 2/72 TS8<br>SGEG Part II  |  |                            |  |                        |  |
| Signature  |  |  |  |  |  | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |  |                            |  |                        |  |
| 23. Position Review  |  | Initials   |  | Date   |  | Initials   |  | Date                       |  | Initials               |  |
| a. Employee (optional)   |  |  |  |  |  |  |  |                            |  |                        |  |
| b. Supervisor  |  |  |  |  |  |  |  |                            |  |                        |  |
| c. Classifier  |  |  |  |  |  |  |  |                            |  |                        |  |
| 24. Remarks<br>SPD initially dated 8/24/83.<br>* position without a break in service of more than 3 days (OPM letter 11/22/83).  |  |  |  |  |  |  |  |                            |  |                        |  |
| 25. Description of Major Duties and Responsibilities (See Attached)  |  |  |  |  |  |  |  |                            |  |                        |  |

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## **Standard Position Description # 9131**

### SUPERVISORY SPECIAL AGENT (PILOT) , GS-1812-13

The position of Senior Resident Agent is that of a first line supervisor over all law enforcement personnel organizationally assigned. It is designated critical sensitive. Typical, but not all inclusive types of duties, are listed below.

#### MAJOR DUTIES

Conducts the full range of law enforcement activities, i.e., surveillance, participation in raids, interviewing witnesses, interrogating suspects, searching for physical evidence and clues, seizures of contraband, equipment and vehicles, securing and serving search warrants, making arrests, inspecting records and documents, developing evidence for orderly presentation to the United States Attorney and other legal officers, testifying in court, preparing detailed written reports, and carrying out undercover operations for very short periods of time.

Plans, directs, supervises, and carries out long-range, sensitive and intricate investigations and apprehension of persons suspected of offenses against the criminal laws of the United States, specifically the provisions of fish and wildlife laws cited in 4 AM 4.2D(3) and any regulation of the Secretary of the Interior in Title 50 of the Code of Federal Regulations that is issued pursuant, and other pertinent laws and regulations.

Supervises a staff that may be comprised of any combination of professionals, technicians, wage grade and clerical employees.

Initiates, conducts, coordinates and supervises extremely complex and usually sensitive investigations within broad parameters provided by agency policies.

Consults with and advises the Special Agent-in-Charge of sensitive matters encountered and/or undertaken.

Insures the continuity of involved, complex investigative case files.

Insures the best enforcement results within manpower and equipment resources available.

Insures that investigative reports of subordinates are timely, complete and accurate and distributed to appropriate authorities.

Provides training and guidance to subordinates in technical and administrative phases of their responsibilities.

Establishes performance objectives for subordinates and evaluates, with them, the effectiveness of their activities, identifying deficiencies and prescribing corrective measures.

Insures all subordinates understand administrative policy and requirements.

Actively supports and implements the equal opportunity program as specified in national and local affirmative action plans.

Identifies the need for and performs undercover and surveillance activities.

Travels frequently away from the regular duty station.

Performs substantial amounts of irregular, unscheduled , administratively uncontrollable overtime.

Responds to Service and wildlife law enforcement needs occasioned by proximity and as directed.

Possesses a valid State driver\*s permit at all times.

Protects and safeguards Government property and equipment with which charged.

Operates motorized vehicles and boats.

Provides aircraft support as pilot in command of single or multi-engine fixed-wing aircraft.

Advises an optimum utilization of aircraft in accomplishing the law enforcement mission. Assists in the development of aircraft utilization schedule.

Conducts missions under appropriate FAA low flight waiver permit and Service hazardous duty guidelines to provide surveillance and surveillance support.

As a condition of employment, the incumbent is required to undergo, and successfully pass, periodic physical examinations, participate in physical training, and maintain a physical condition that permits duties to be performed efficiently and safely.

#### FACTOR 1. Knowledge Required for the Position

Ability to supervise and train lower grade employees.

Comprehensive understanding of the statutes, treaties, conventions and regulations that regulate fish and wildlife trade on a national/international basis.

In-depth knowledge of administrative processes in order to conduct program planning, financial, budgetary, personnel and property management.

In-depth knowledge of foreign governments\* processes and procedures which regulate trade in fish and wildlife species and products.

Knowledge and ability to utilize the full range of demanding investigative techniques such as electronic monitoring of conversations, interrogation of reluctant witnesses, and querying of data base information systems of other agencies.

Ability to determine independently if evidence can meet the various standards for introduction in Federal prosecution actions.

Sufficient knowledge of international business practices to determine when legal means are used to mask violations of fish and wildlife laws.

Sufficient analytical ability to determine the relationship between seemingly unrelated information in order to establish conspiratorial violations of Federal law.

Skill and ability to communicate complex facts in an orderly manner both orally and in writing.

Sufficient knowledge of points of law in order to effectively interact with legal representatives of alleged violators.

Sensitivity to international protocol.

Comprehensive knowledge of illicit fish and wildlife trade/traffic routes.

Sufficient knowledge to identify related illegal matters associated with smuggling or immigration.

Working knowledge of self defense techniques.

Skill in operating motorized vehicles and boats.

Skill and ability to effectively utilize firearms.

Skill and ability to maintain flight proficiency and conduct operations in a professional manner.

Comprehensive knowledge of Federal, State and local regulations pertaining to flight operations.

Knowledge, skill and ability to comply with all Departmental and Service requirements for flight operations.

Knowledge of low level flight techniques peculiar to the law enforcement mission.

## FACTOR 2. Supervisory Controls

Incumbent is supervised by the Special Agent-in-Charge who outlines assignments in general terms, specifying end results. Incumbent is responsible for assessing workloads and determining the need for investigative requirements. The supervisor reviews completed work for overall effectiveness and compliance with Service policy.

### FACTOR 3. Guidelines

Well defined guidelines are available in the form of the Service Administrative Manual, the Law Enforcement Manual, the statutory provisions of applicable legislation, policies specified in correspondence, formal training and interchange with other enforcement personnel. Incumbent uses judgement to make frequent and considerable interpretation and adaptation of guidelines and to reach decisions in areas not covered by guidelines.

### FACTOR 4. Complexity

Incumbent must utilize the full substantive knowledge of an experienced investigator in conducting investigations characteristically having sensitive and controversial issues present. Cases are discussed with supervisory personnel only at critical points during an investigation or when critically sensitive issues are discovered.

### FACTOR 5. Scope and Effect

Investigations supervised and/or conducted by the incumbent are concerned with major violations of law which have a debilitating effect on the nation's and the world's fish and wildlife resources. Economic implications are present due to the necessity of ethical concerns to compete with illegal entities. Work affects the present and future ability of international fish and wildlife resources to withstand commercial exploitation.

### FACTOR 6. Personal Contacts

Personal contacts are principally with individuals supervised in the organization. Higher graded personnel within the organization are contacted. Peers or higher graded personnel in other Federal or State and local investigative agencies are contacted. Various officials of the Office of the Solicitor, Department of the Interior, and the Office of the U.S. Attorney, Department of Justice, are consulted as appropriate. The general public is contacted in the course of work activities.

### FACTOR 7. Purpose of Contacts

Contacts with individuals supervised are to provide supervision and guidance. Contacts with higher graded personnel within the agency are to advise of work activities and receive instructions. Contacts with other agency personnel are for coordination purposes or liaison activities as a representative of the special Agent-in-Charge. Contacts with the Office of the Solicitor and the U.S. Attorney are for presenting completed investigations for prosecution. Contacts with the general public are to ascertain compliance with law and regulations.

#### FACTOR 8. Physical Demands

Work requires considerable physical exertion including long periods of standing, walking over rough terrain, recurring bending, lifting, reaching or similar activities. The work requires average agility and dexterity.

#### FACTOR 9. Work Environment

Work includes both office and outdoor settings. There is regular and recurring exposure to moderate risks and discomforts such as adverse weather conditions, high/low temperatures, dusty/noisy environments, etc. Assignments include surveillance work in aircraft, boats and automobiles. The incumbent is expected to conduct duties in a safe and orderly manner so as to not to endanger self, fellow workers, or property with which entrusted.